

**SAWS OVERSIGHT PROCESSES BINDER**  
**RECORD OF CHANGE LOG – SECTION 8**

<b>SECTION NAME:</b> Transmission of State Expectations
<b>RESPONSIBLE PARTY:</b> Harjit Basi – CalWIN Liaison
<b>BRIEF DESCRIPTION OF SECTION:</b> State expectations are developed on an ongoing basis as a result of lessons learned from all four consortias. Once developed, the expectations are presented for approval to the HHSDC, CDSS and CDHS executives. The approved expectations are then distributed to the SAWS consortia. See Appendix E for a listing of the state expectations.

## CHANGE LOG

[illegible]

# **HHSDC SAWS Oversight Operations Guide**

## **TRANSMISSION OF STATE EXPECTATIONS**

### Policy Expectations

State Expectations are developed on an ongoing basis as a result of lessons learned. The Project Oversight unit in conjunction with the project sponsor departments (CDSS, CDHS) develops the expectations working collaboratively with SAWS consortia as appropriate. Once developed, the expectations are presented for approval to the HHSDC, CDSS, and CDHS executives. The approved expectations will then be distributed to the SAWS consortia. Policy expectations are contained in Appendix E.

The policy expectations may generate questions for which clarification is necessary. Questions will be received by the oversight unit, forwarded to Arlene Mendibles to develop a response, and then distributed to all oversight liaisons/managers, SAWS consortia where appropriate, and placed in the binder under State Policy Expectations.

### Procedural Expectations

Procedural expectations are developed on an ongoing basis as a result of lessons learned and best practices (e.g., IEEE, PMI). The Project Oversight unit develops the expectations working collaboratively with SAWS consortia and independent oversight consultants as appropriate. Once developed the expectations are presented for approval to the HHSDC-SAWS Deputy Director. The approved expectations will then be distributed to the SAWS consortia. Procedural expectations for risk and issue management are contained in Appendix E.

Additional expectations may be identified by members of the oversight unit, independent oversight consultants, and/or HHSDC management staff. Once identified they will be forwarded to Arlene Mendibles for development, reviewed by all appropriate oversight staff, approved by the HHSDC-SAWS Deputy Director, distributed to the SAWS consortia where appropriate, and placed in the binder under State Procedural Expectations.